

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2017-42**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Counselor I</b>
<b>OPENING DATE:</b>	<b>July 24, 2017</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	<b>Community Health and Wellness/Behavioral Health</b>
<b>SALARY RANGE:</b>	<b>NE-10; \$29,682 - \$44,512</b>

**Position Summary:**

Under general direction of the Behavioral Health Program Manager, the Counselor I provides counseling and case management services to individuals with a variety of mental health, alcohol/substance abuse, and related problems using established protocols. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Provides individual counseling on substance abuse issues and co-occurring disorders.
- Provides group counseling and psychoeducational groups pertaining to, but not limited to, substance abuse issues, anger management, alcohol /drug education, relapse prevention, aftercare, and other issues relating to behavioral health.
- Conducts screenings, intake, and orients new clients.
- Develops treatment plans and arranges client appointments with clinical supervision; refers clients to other agencies as needed.
- Under clinical supervision, identifies and prioritizes needs; establishes agreed upon treatment goals; creates an action plan to achieve goals.
- Under clinical supervision, manages treatment plans which may include referrals and follow-up with other agencies and resources.
- Responds to client's needs during acute emotional and/or physical stress and provides crisis intervention.
- Educates community on healthy lifestyles, improving communication and family life, living with trauma and loss, substance abuse, recovery related topics, and available services and resources.
- Documents timely and accurately the results of assessment and treatment plans, reports, progress notes, discharge summaries, and other client-related data.
- Provides data for the maintenance of client database; generates reports to include all clinical, prevention, and educational activities.
- Assists individuals and family members by referring them to other agencies for medical, psychological, education, training, employment, spiritual, or other needs.
- Participates in staff meetings and service quality improvement activities.
- Transports clients to and from service agencies or outside activities.
- Obtains First Aid and CPR Certifications within one year of hire; maintains Certifications throughout employment.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Applies the Pueblo's Core Values and Workforce Values supporting Pueblo of Laguna Workforce Excellence.
- Performs other duties as required.

**Minimum Qualifications:**

Licensed Alcohol and Drug Abuse Counselor (LADAC) or Licensed Substance Abuse Associate (LSAA) credentials issued by the State of New Mexico required. First Aid and CPR certifications preferred. Fluency in the Laguna language is preferred.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Counselor I is designated at a High Risk Public Trust (HRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

**Knowledge, Abilities, and Skills:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of applicable laws, regulations, and requirements, including the Laguna Children’s Code, Pueblo of Laguna Constitution, and Laguna Criminal Code.
- Knowledge of the Pueblo’s judicial system.
- Knowledge of the effects and consequences of alcohol/substance abuse and mental health problems.
- Knowledge of case management and crisis intervention.
- Knowledge of Alcoholics Anonymous’ 12 step program.
- Knowledge of records management procedures.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language preferred.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work as a team member in a structured working environment.
- Ability to maintain confidentiality.
- Ability to demonstrate moral character when dealing with people.
- Ability to work extended hours, various work schedules, and on a rotational 24-hour on-call.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete and legible reports. and present detailed and objective oral presentations response to questions.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with individuals with behavioral, mental health, substance/alcohol, or other problems.
- Ability to develop and present effective group educational programs or workshops.
- Skill in making effective decisions in emergency situations.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in conducting interviews, and individual and group therapy sessions with empathy and enthusiasm.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POLEmployment@lagunapueblo-nsn.gov](mailto:POLEmployment@lagunapueblo-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.